



Job Posting

Title: Sign Shop Coordinator

*To apply, please contact **Mark W. Anderson** at (317) 927-7508 or email at **manderson@indianastatefair.com**. Thank you for your interest.

Position Summary

The purpose of this position is to coordinate, plan, schedule, and insure the timely completion of sign and banner orders and the processing of daily US Mail and UPS shipments for the Indiana State Fairgrounds and Fairgrounds' clients.

Essential Functions and Responsibilities

1. Design, produce and complete sign and banner orders; prioritize production and installation of signage; maintain signage on grounds.
2. Prepare price estimates and billings to outside clients and maintain accurate order files.
3. Keep inventory of sign and banner storage and maintain appropriate supply levels of sign-making materials.
4. Manage and train four to six summer employees in sign production methods.
5. Process daily outgoing US Mail and UPS shipments for the entire Fairgrounds' facility.

Special Projects

1. Will help to complete internal printing projects utilizing new departmental technology and will participate in the finishing processes for these projects such as folding, cutting, padding and stapling.
2. Will provide excellent customer service to Fairgrounds departments and outside clients alike while strongly promoting our services to these entities.

Skill Requirements

1. **Strong planning skills:** Able to manage multiple projects simultaneously; determine project urgency in a meaningful and practical way; use goals to guide actions; organize and schedule people and tasks.
2. **Highly customer focused:** Able to demonstrate an exemplary level of service delivery; do what is necessary to ensure customer satisfaction; prioritize customer needs.
3. **Quality production:** Able to maintain high standards despite pressing deadlines; do work right the first time while reinforcing excellence as a fundamental priority.
4. **Strong independent thinker and team player:** Able to offer original thoughts and viewpoints; able to share credit and pass it on to coworkers; work closely with other departments; support group decisions; promote a positive work environment.
5. **Formidable relationship management:** Able to develop rapport and positive professional relationships with internal departments, outside customers, and suppliers and companies with whom the Commission does business.
6. **Excellent interpersonal communication skills:** Able to relate effectively to a wide range of

people, personalities and demographics; is able to “connect” on a professional level with others in a variety of circumstances so that others are comfortable.

Educational/Experience Requirements

- High school diploma or GED equivalent required.
- Bachelor’s degree preferred.
- Experience in project management, planning, scheduling and prioritizing preferred.
- Experience in vinyl sign production methods is a plus.
- Computer literacy is essential including experience with Microsoft Office.

Job Complexity

This position requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information and solving minor problems.

Supervisory Responsibilities

This position has direct supervisory responsibility over four to six seasonal positions in the Sign Shop.